

Memorandum

TO: Honorable Mayor & City Council**FROM: Gerald A. Silva**
City Auditor**SUBJECT: *City Auditor Review of The
Terminal Area Improvement
Program (TAIP) Request For
Proposal (RFP)*****DATE: May 17, 2006**

As part of the Procurement Process Integrity Guidelines the City Council approved a directive that the City Auditor have an appropriate role on high profile or complex Request For Proposals (RFPs) and procurements. Per this directive, the City Auditor's Office has worked collaboratively with the Department of Public Works (Public Works) to review the procurement for the Terminal Area Improvement Program (TAIP) RFP.


Prior to the issuance of the TAIP RFP (05-06-01), City Auditor Office staff and Public Works staff met and agreed that the City Auditor's Office would review and make formal comments during the following stages of the RFP process:

1. Review the RFP document;
2. Review the Minimum Qualifications Section;
3. Review the proposer evaluation forms;
4. Review the final proposer scoring for accuracy and consistency, including reference checks and oral interviews if necessary; and
5. Review the Administration's Memorandum to the City Council.

During our review of the TAIP RFP process, we provided Public Works with our comments based upon lessons learned from prior City RFPs and/or best practices. Public Works generally agreed with our comments and made all but two of the changes we suggested. Specifically, 1) all of the minimum qualifications were not addressed in the minimum qualifications application; and 2) did not require participants at the pre-proposers conference to sign a modified version of the Procurement Process Integrity Guidelines (PPIG). We also identified certain missing documents and information regarding required minimum qualifications for two proposers. Public Works subsequently used its RFP granted authority and requested the two proposers to provide the incomplete or omitted information. Finally, we should also note the TAIP RFP schedule was extremely aggressive in that the RFP allowed only 3 weeks between receipt of the proposals and notification of the RFP results to the proposers. In our opinion, the aggressive RFP schedule notwithstanding, the final scoring results appear to be appropriate.

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The City Auditor's Office did not participate in or attempt to validate the evaluation process. The City Auditor's Office participation in the TAIP RFP was in an advisory capacity only and should not be interpreted as performing a management or policymaking function.

A handwritten signature in cursive script, reading "Gerald A. Silva", written over a horizontal line.

Gerald A. Silva
City Auditor

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GS:bh